



U.S. Department of Justice

Office of Community Oriented Policing Services (COPS)

Office of the Director  
1100 Vermont Avenue, NW  
Washington, D.C. 20530

April 1, 2004

Dear Colleague:

The COPS office is pleased to announce the availability of funding under the COPS **Tribal Resources Grant Program 2004 (TRGP 2004)**. The COPS Office has been appropriated \$25 million in Fiscal Year 2004 to address the serious needs of tribal law enforcement. The TRGP 2004 grant program is a comprehensive program that provides a variety of funding options including: law enforcement training, uniforms, basic issue equipment, department-wide technology, and vehicles for sworn law enforcement officers. The program's aim is to enhance tribal law enforcement infrastructures and community policing efforts.

This program is open to all Federally Recognized Tribes with established police departments. Federally Recognized tribes that wish to work together are also eligible to apply as a consortium. In addition, tribes that are currently served by Bureau of Indian Affairs (BIA) law enforcement may request funding under TRGP 2004 to supplement their existing police services. However, tribes whose law enforcement services are *exclusively* provided by local non-tribal policing agencies through a contract arrangement are not eligible under the program but may apply for law enforcement officer positions under other the COPS hiring grants. Information about these programs is available from the DOJ Response Center at 1.800.421.6770.

**To be considered for funding, completed applications must be postmarked no later than May 28, 2004.** *Due to the potential uncertainty of mail delays still occurring in the Washington, D.C. area, we encourage you to submit your materials by an express or overnight delivery service.*

The COPS Office looks forward to working with those tribes that apply under this program and will provide technical assistance to applicants on an as-needed basis. For more information, please contact the U. S. Department of Justice Response Center at 1.800.421.6770.

Sincerely,

A handwritten signature in black ink, appearing to read "Carl R. Peed".

Carl R. Peed  
Director



# **COPS** Fact Sheet

COMMUNITY ORIENTED POLICING SERVICES  
U.S. DEPARTMENT OF JUSTICE

[www.cops.usdoj.gov](http://www.cops.usdoj.gov)

## *COPS Tribal Resources*

*"WE WILL MODERNIZE OUR  
COMPUTER SYSTEMS AND BUY  
EQUIPMENT FOR VEHICLES, ADD TWO  
OFFICERS AND PROVIDE MORE  
TRAINING. FOR A SMALL  
DEPARTMENT THESE GRANTS ARE  
ESSENTIAL."*

*POLICE CHIEF RICK NORRIS  
WASHOE TRIBE (NV)*

### *Background*

The Office of Community Oriented Policing Services (COPS) created a series of programs to meet the needs of law enforcement in Native American communities. These programs include the Tribal Resources Grant Program (TRGP), Tribal Hiring Renewal Grant Program (THRGP), Tribal Mental Health and Community Safety Initiative (TMHCSI), and the Tribal Court Pilot Program (TCPP). COPS Native American programs address quality-of-life issues as well as a comprehensive list of law enforcement expenses, including hiring and training new community policing officers, training existing forces, purchasing new equipment, technology vehicles, and more. COPS has awarded more than \$235 million since 1999 to help Native American communities, many of which have limited resources and suffer from high rates of crime and violence, hire more than 1,800 new community policing officers. In FY04 COPS will award an additional \$25 million through TRGP and THRGP to bolster community policing and homeland security within Native American communities.

### *Tribal Resources Grant Program Funding Provisions*

Grant requests should reflect the most serious law enforcement needs of an agency that are not funded with state, local, or Bureau of Indian Affairs funds and be linked to the implementation or enhancement of community policing. Funding provisions in previous years included three years of entry-level salary and benefits for newly hired, additional law enforcement officers. Funding provisions under TRGP 2004 include funding for law enforcement training, basic standard issue equipment, uniforms, departmentwide technology, and police vehicles.

Funds are also available for law enforcement training and equipment for officers, depending on the needs of the department and subject to funding availability. Training includes basic and specialized police training at a Regional Community Policing Institute, a state academy, or the Indian Police Academy in Artesia, New Mexico, as well as grants management and computer training.

Departments are also encouraged to request funding for other types of departmentwide law enforcement equipment and technology, such as police vehicles, computer hardware and software, mobile data terminals, and dispatch and communication systems. Tribes are encouraged to request equipment that will increase their ability to collect crime data.

COPS offers a variety of publications, products, and training opportunities to advance community policing and support its grant programs. COPS publications and products offer insights and experiences from others in the field addressing specific problems including:

- ✓ Creative Partnerships: Supporting Youth, Building Communities
- ✓ Law Enforcement Technology Guide: How to plan, purchase and manage technology (successfully!)
- ✓ Bringing Victims into Community Policing
- ✓ Promising Strategies from the Field: Spotlight on Sheriffs

COPS also sponsors training opportunities and conferences to give law enforcement professionals an opportunity to learn, network, and exchange ideas. All COPS publications and training opportunities are posted at COPS Online at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).

TRGP covers a maximum federal share of 75 percent of total project costs, including basic law enforcement training and equipment, vehicles, and technology. The program includes a local cash match requirement of 25 percent of total project costs. Waivers of the local match requirement may be granted only on the basis of a documented fiscal hardship. Waiver requests must be made at the time of application.

### ***Tribal Hiring Renewal Grant Program Funding Provisions***

THRGP provides 100% federal funding for fourth and fifth year salaries and benefits for COPS grant police officer positions that have recently expired and that the Tribe was unable to retain with Tribal, state, or BIA funding. Agencies requesting funding under this program must have received a retention exemption from COPS for positions being renewed. Applicants must submit a written retention plan certification committing to retain any COPS-funded officer position awarded for at least one full local budget cycle after the federal funding has ended.

### ***Initiative to Improve Law Enforcement in Tribal Communities***

TRGP is part of a larger federal initiative. For the last seven years, the Departments of Interior and Justice have worked together to improve law enforcement in tribal communities. In FY 2004, funds were appropriated to several Department of Justice (DOJ) agencies for this initiative, including the Federal Bureau of Investigation (FBI), the Bureau of Justice Assistance (BJA), the Office

of Juvenile Justice and Delinquency Prevention (OJJDP) and the COPS Office. COPS coordinates with these agencies as well as with the Office of Law Enforcement Services of the Bureau of Indian Affairs (BIA) to ensure that limited resources are not spent on duplicative efforts.

### ***Requirements***

Federal regulations require that financial assistance provided by the federal government be monitored to ensure that funds are used properly. In addition to the retention requirement that applies to all COPS hiring programs, supplanting is prohibited under this program. Any use of TRGP funds is required to be in addition to, and not in lieu of, previous funding commitments for law enforcement staffing, training, and/or equipment.

### ***Contact COPS***

For more information on TRGP please contact the U.S. Department of Justice Response Center at 800.421.6770, or visit COPS Online at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).



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# **COPS Instruction Booklet**

**Community Oriented Policing Services**

**[www.cops.usdoj.gov](http://www.cops.usdoj.gov)**

## **Tribal Resources Grant Program 2004 Instruction Booklet**

U.S. Department of Justice  
Office of Community Oriented Policing Services

# Tribal Resources Grant Program 2004

## Instruction Booklet

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The COPS Office Tribal Resources Grant Program, a broadened, comprehensive program, is intended to meet the most serious unfunded needs of law enforcement in Indian communities through a variety of funding options, including equipment, training and technology.

For more information about COPS grants, call the U.S. Department of Justice Response Center at 800.421.6770.

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COPS Online: [www.cops.usdoj.gov](http://www.cops.usdoj.gov)

# Contents

<b>I. Program Overview</b>	<b>3</b>
Introduction	3
Program Information	3
Eligibility Requirements	4
Applying as a Consortium	4
Applying as a Special Agency	5
Length of Award, Grant Amounts, and Local Match	5
Guidelines for Waivers of Local Match	6
Funding Options	7
Background Investigations	9
Training	9
Basic Law Enforcement Training	9
Community Policing Training	10
Grant Management Training	10
Computer Training	11
Uniforms and Basic Issue Equipment	11
Technology	12
Police Vehicles	13
Items That Will Not be Funded Under the Tribal Resources Grant Program	13
How to Apply	14
Completed Applications	15
Application Deadline	15
Criminal Intelligence Systems	15
Paperwork Reduction Act Notice	16
Additional Assistance	16
<b>II. Administrative Requirements</b>	<b>17</b>
Monitoring and Reporting Requirements	17
Audit Requirements	17
Assurances and Certifications	17
Nonsupplanting Requirements	17
Civil Rights	18
Suspension or Termination of Funding	18
<b>III. Application Instructions</b>	<b>21</b>

Equipment and Training Budget Worksheets .....	21
A. Officer Background Investigations .....	21
B. Academy/Basic Training & Specialized Training ..	21
C. Other Training .....	22
D& E. Uniforms and Basic Issue Equipment .....	22
F. Technology .....	22
G. Vehicles .....	22
 IV. NIJ Bullet-Proof Vest Standards .....	 23
 V. Glossary of Terms .....	 25

# **I. Program Overview**

## **Introduction**

The Office of Community Oriented Policing Services (COPS) Tribal Resources Grant Program 2004 (TRGP 2004) is one of several grant programs developed by the COPS Office under the Violent Crime Control and Law Enforcement Act of 1994 (VCCA). The COPS Tribal Resources Grant Program is intended to meet the most serious unfunded needs of law enforcement in Indian communities through a broadened, comprehensive grant program that offers funding options including background investigations, funding for law enforcement training, uniforms, basic issue equipment, department-wide technology and police vehicles for sworn law enforcement officers. This \$25 million program focuses on tribal communities, many of which have limited resources and are affected by high rates of crime and violence. The program focuses on enhancing law enforcement infrastructures and community policing efforts in these communities.

## **Program Information**

Twenty-five million dollars is available for the TRGP 2004 program. TRGP grants are provided directly to law enforcement agencies. Grant requests should reflect a department's most serious law enforcement needs that are not funded with state, local, or BIA funds. Grant requests must be linked to the implementation or enhancement of community policing. Funding may be provided for otherwise unfunded background investigations, basic and specialized law enforcement training, uniforms, standard issue equipment, department-wide technology, and police vehicles. Otherwise unfunded law enforcement training and equipment for existing officers may be funded depending on the needs of the department and the availability of funding. The funding for training may include basic and specialized police training at a state academy or the Indian Police Academy in Artesia, New Mexico as well as community policing, grant management, and computer training. The funding for uniforms and basic issue equipment may include such items as standard issue firearms and bulletproof vests. Departments may also request funding for other types of otherwise unfunded department-wide law enforcement technology, such as computer hardware and software, mobile data terminals, narrow band radio upgrades, and dispatch and communication systems. All applicants are encouraged to have or to develop an automated crime information gathering system compatible with the FBI Uniform Crime Reporting System. Grant requests may be made only for items that are not already budgeted with state, tribal, or BIA funding. The COPS Office expects a strong demand for funding under this program and therefore reserves the right to limit the amount funded to a single agency. Please be advised that a hold may be placed on this application if it is



deemed that the applicant agency is not in good standing on other U.S. Department of Justice grants, or has other compliance issues that would make the applicant agency ineligible to receive COPS funding. A hold may also be placed on this application if it is deemed that the applicant agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.

## **Eligibility Requirements**

All Indian Tribes that have been "federally recognized" by the BIA and have established police departments are eligible to apply. For information on Federally Recognized Tribes, contact the Bureau of Indian Affairs (BIA) at 202.208.2475. Federally Recognized Tribes and villages that wish to work together may also apply as a consortium with a formal written partnership agreement that describes how the requested resources (training and/or equipment) will serve the consortium's population (see below). In addition, tribes that are currently served by Bureau of Indian Affairs (BIA) law enforcement may request funding under TRGP to supplement their existing police services. However, tribes whose law enforcement services are exclusively provided by local non-tribal policing agencies through a contract arrangement are not eligible to apply for this COPS program. Receiving an award under the Tribal Resources Grant Program will not preclude a grantee from future consideration under other COPS Office grant programs for which they are eligible.

## **Applying as a Consortium**

A consortium is a group of two or more Federally Recognized Tribes that agree to form a partnership to provide law enforcement services to the constituent tribal communities. To be recognized as a consortium, the applicant must furnish a Memorandum of Understanding among all of the constituent tribal governments, which is signed by the primary government executive in each tribe on behalf of that tribe. This Memorandum of Understanding should describe the relationship among the agencies and outline conditions, contributions and benefits each partner will contribute to, or receive from, the project. It should also designate one agency as the payee, to receive and disburse funds and to be responsible for supervision, coordination, and compliance with grant activities. If you are applying as a consortium, please complete the Consortium Agency Questionnaire and attach the following documentation to your application:

- A Memorandum of Understanding,
- A description of the population served and land base in square miles for each agency in the consortium, and
- A brief description of how the agencies in the consortium currently receive law enforcement services and why these are inadequate.

## Applying as a Special Agency

Federally Recognized Tribes with non-traditional law enforcement agencies such as conservation departments, fish and game departments, and environmental protection agencies may apply under TRGP. In order to be eligible under this program, agencies must employ career law enforcement officers (see glossary, page 25) that enforce criminal laws, have primary law enforcement authority, and the department must have the capacity to initiate or advance the community policing philosophy within their department and for their service population. Please fill out the Special Agency Questionnaire and attach the following additional information or documentation to your application if you are applying as a special agency:

- A description of your service population as it relates to surrounding tribal, state, federal or local law enforcement agencies,
- A description of your agency's community policing plan for your service population, and
- A description of the criminal laws your officers have the power to enforce.

## Length of Award, Grant Amounts, and Local Match

TRGP funds are for one-time purchases for allowable costs incurred during the first 12 months following the grant award start date unless an extension for additional time is granted. Funds for department-wide technology and police vehicles are for one-time purchases and must be made within the one-year grant duration unless an extension for additional time is granted.

A local match requirement is included in the Tribal Resources Grant Program. The local match must be a cash match of at least 25 percent of total allowable project costs from funding not previously budgeted for law enforcement purposes. (Grantees may not reallocate funds from within their law enforcement budget to pay for the required local match to the TRGP grant, but must obtain other sources of local match funds in addition to the state, local, or Bureau of Indian Affairs funds which were budgeted for law enforcement purposes.) You have the entire grant period to contribute your local cash match, provided that it is obligated before the end of the grant period. The federal share for training, equipment, and vehicles is 75 percent of total allowable item costs. For example, the federal share for a grant award that funded a computer system costing \$100,000 would be \$75,000, and the local match would be \$25,000. A waiver of the local match requirement may be requested under TRGP, but will be granted only on the basis of a documented demonstration of fiscal hardship. Requests for waivers must be submitted with the application. [See next page for more details on waiver submission.]

## Guidlines For Waivers of Local Match

A waiver of the 25 percent local match requirement is available to applicants that demonstrate severe fiscal distress resulting in an inability to provide adequate law enforcement services. Requests for a waiver are considered on a case-by-case basis. The COPS Office will review documentation submitted by the applicant that describes severe fiscal distress. Decisions will be based on the information that applicants provide for the criteria listed below. **Requests for waivers must be made at the time of the application.** Requesting a waiver of the local match will not impact the overall decision to fund an agency.

On your agency's letterhead, please explain how the tribal community's law enforcement efforts have been impacted by fiscal hardship. Please provide specific examples and documentation for the criteria below, where applicable, and submit this information with your TRGP application materials.

- Bureau of Indian Affairs funding cuts that have negatively impacted your ability to serve tribal community members and have caused financial hardship
- Other federal or state funding cuts that have negatively impacted your ability to serve tribal community members and have caused financial hardship
- Budgetary imbalances or expenditure cutbacks resulting in significant reduction in other services provided by applicant, or significant lay-offs of applicant personnel
- Funding cuts that have caused:
  - a) Lay-offs within the tribal government
  - b) Lay-offs within the tribal police department
  - c) A reduction in necessary overtime expenses for your law enforcement agency
  - d) A reduction in your law enforcement agency's ability to purchase necessary supplies, equipment, and/or vehicles
- Loss or relocation of a primary employer and how this has caused financial hardship
- Private enterprise in which the tribal government engages that is currently experiencing financial hardship
- Budget deficit within the tribal community
- Poverty rate within the tribal community
- Unemployment rate within the tribal community
- Location within an area in which a declaration of major disaster has been made pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act—This includes both federal and state disaster areas
- A natural disaster that has recently affected your tribal lands and has caused financial hardship
- Extraordinary and/or unanticipated non-recurring expenses and/or loss of revenue resulting in severe financial distress

- Declaration of bankruptcy by a court of law
- Being placed in financial receivership or its functional equivalent by a state or the federal government
- A current determination by another federal or state agency of qualification of a waiver of the local match funds based on severe fiscal distress
- A declaration as a financially distressed area by the state where the tribe is located
- Significant downgrading of tribe's bond rating for fiscal reasons
- Filing for bankruptcy, receivership, or similar measure, with the request for relief pending
- Other documentation of severe financial distress that is not accounted for by the above criteria

Your waiver documentation must also indicate any funds (if applicable) that are available to contribute to the local match requirement.

Applicants that request a waiver of the local match requirement, but do not include documentation for the above criteria, will not be considered for a waiver request.

## Funding Options

The Tribal Resources Grant Program offers several options for funding, including law enforcement background investigations, training, equipment, department-wide technology, and vehicles for law enforcement officers. Grant requests must be linked to the implementation or enhancement of community policing. The following table shows the available funding categories. Please see the table for specific descriptions of fundable items in each category and what items are not fundable under the TRGP grant program. In-depth descriptions of each funding category also follow the table.

Applicants may apply for items from any funding category, as long as the requested items are not otherwise budgeted with state, local, or BIA funding. Funding limits reflect the 75 percent federal share of total project costs. Unless a waiver of the local match is granted, awards will reflect 75 percent of total project costs. For example, if your agency calculates the total cost of the grant project is \$100,000, you would be awarded the 75 percent federal share of \$75,000. The 25 percent local match for the grant would be \$25,000. Please indicate the actual total cost for each item requested.

Applicants should identify their law enforcement department's most serious otherwise unfunded needs for training and equipment before choosing items from the available funding categories. Applicants will be asked to rank their most serious law enforcement needs at the end of the application form.

## TRGP FUNDING OPTIONS

Funding Category	Description of Funding Available
<b>Background Investigations</b>	Background investigations may also be awarded for officer positions that have not yet completed background investigations.
<b>Training</b>	<p><i>Basic/Academy Training and Specialized Training</i></p> <ul style="list-style-type: none"> <li>■ Basic/Academy Training must be from an approved law enforcement academy. Specialized training can also be requested (e.g., counterterrorism, domestic violence intervention).</li> </ul>
	<p><i>Community Policing Training</i></p> <ul style="list-style-type: none"> <li>■ Community Policing Training is mandatory for all applicants that have not been awarded a previous TRGP grant.</li> <li>■ If your agency has not received a previous TRGP grant, you must send at least two representatives to this training.</li> <li>■ The COPS Office will provide detailed training information to all awarded grantees.</li> </ul>
	<p><i>Grant Management Training</i></p> <ul style="list-style-type: none"> <li>■ Grant Management Training is mandatory for all applicants that have not been awarded a previous TRGP grant.</li> <li>■ If your agency has not received a previous TRGP grant, you must send two representatives (but no more) to this training.</li> <li>■ The COPS Office will provide detailed training information to all awarded grantees.</li> </ul>
	<p><i>Computer Training</i></p> <ul style="list-style-type: none"> <li>■ Computer training may be requested for systems the applicant owns but are not fully utilized because of a lack of training, or for training for systems that the grantee is requesting under TRGP. Applicants must show how the training requested will enhance law enforcement activities and community policing.</li> </ul>
<b>Uniforms and Basic Issue Equipment</b>	Uniforms, uniform accessories, bullet-proof vests, standard issue weapons, portable radios, etc.
<b>Technology</b>	Computer hardware and software, communication systems, NCIC hookup, NIBRS compliant data systems, RMS, CAD, AFIS, etc.
<b>Law Enforcement Vehicles</b>	Police cars and special conveyance vehicles.

## **Background Investigations**

Unless a waiver of the local match is granted, federal funding for background investigations cannot exceed 75 percent of the total project cost.

Applicants may request funding for up to two background investigations for new officer positions that have not yet completed a background investigation if other funding (state, local, or BIA) is not budgeted for the background investigations.

Background investigations must be completed before expenses incurred in connection with such investigations can be reimbursed. Funded background investigations may not be initiated prior to the official award start date of the grant period.

## **Training**

Funded training may not be initiated prior to the official award start date of the grant period.

### **Basic & Specialized Law Enforcement Training**

Unless a waiver of the local match is granted, federal funding for basic and specialized training cannot exceed 75 percent of the total project cost.

Applicants may request funding for otherwise unfunded expenses associated with sending recruits to a state academy that will train and certify tribal police officers or to the BIA's Indian Police Academy in Artesia, New Mexico. Applicants may also request basic training from an established academy that trains Indian police officers, such as the Navajo Nation's academy. Basic law enforcement training is encouraged for existing police officers who have not received basic law enforcement training, depending on the needs of your department and the availability of funding. Applicants may request funding for only one cycle of basic training per officer. The grantee agency will be responsible for any additional costs associated with an officer not completing basic training on the first attempt.

Specialized law enforcement training may also be requested in such topics as counterterrorism, family violence, crime prevention and detection, and Indian Country jurisdictional issues. Only requests for training by recognized training providers such as the Federal Law Enforcement Training Center, the FBI, the BIA's Indian Police Academy, a state police academy, or a tribal community college will be considered. In addition, applicants may request funding to attend training conferences such as the National Native American Law Enforcement Association's annual training conference. Requests for this type of specialized training will be considered on a case-by-case basis and are subject to funding availability.

Applicants also may request state academy training costs including training instruction fees, academy tuition, course fees, textbooks, manuals, supplies, and travel in connection with training (transportation, lodging, per diem, etc.) if the training is located more than 50 miles from the job site. If your state academy does not charge for the training, your department will be reimbursed only for travel in connection with training. Departments that send their new officers to the BIA Indian Police Academy will be reimbursed for travel costs only, as there is no cost for tuition at the BIA Indian Police Academy for tribal officers.

### **Community Policing Training**

Unless a waiver of the local match is granted, funding for community policing training cannot exceed a federal share cap of \$600 per person.

Community policing training is being offered to all departments under this grant program, but it is only mandatory for grantees that have not previously been awarded a TRGP grant. All first-time TRGP grantees will be expected to send a minimum of two representatives to attend one such training within the first year of the grant period. The tribe may choose to send a law enforcement representative and a representative from the tribal government or the tribal community or two representatives from the police department. Applicants may request funding to send more than two representatives to community policing training, but requests will be granted based upon funding availability. Community policing training courses will be offered by three different training sources: the Community Policing Consortium, the COPS-funded Regional Community Policing Institutes, or the Federal Law Enforcement Training Center (FLETC). These are the only approved training providers under this category. The COPS Office will provide additional details regarding the mandatory training to awarded agencies. Grantees may select the one course that accommodates their schedule, but training must be completed no later than one year after the grant award start date.

Funding for community policing training will cover travel, lodging, and per diem for each representative to and from the training site (if training is conducted more than 50 miles from the job site). The training course will have no registration fees. Information on training schedules, curricula, and other training details will be provided to the grantee at the time of the award.

### **Grant Management Training**

Unless a waiver of the local match is granted, funding for grant management training cannot exceed a federal share of \$600 per person.

Grant Management Training in connection with the implementation of this grant program is being offered to all applicants by the U.S. Department of Justice. This training will cover important programmatic and financial aspects of grant management. Grantees that have not previously been awarded a TRGP grant are required to send two representatives to attend such training: a law enforcement representative and a representative of its finance and/or grants staff. The COPS Office will provide additional details regarding the mandatory training to awarded agencies. Training must be completed no later than one year after the grant award start date.

Funding for Grant Management Training will cover travel, lodging and per diem for each representative to and from the training site (if training is conducted more than 50 miles from the job site). The training course will have no registration fees. Information on training schedules, curricula, and other training details will be provided to the grantee at the time of the award.

### **Computer Training**

Unless a waiver of the local match is granted, federal funding for computer training cannot exceed 75 percent of the total project cost.

Applicants may request computer training for systems, hardware, or software that they already own, but may not be utilizing to its fullest extent because of a lack of training. Applicants must demonstrate how the training will enhance law enforcement activities, particularly in support of community policing. Applicants must indicate the type and source of such training requested at the time of application. Requests may be made only for training costs not already funded in the applicant's budget with state, local, or BIA funds. The COPS Office will consider each request on a case-by-case basis depending on the availability of funding.

Funding for computer training will cover the cost of instruction and costs for instructor travel, lodging, per diem, and other expenses, as funding permits. In addition, offsite training required to increase tribal capacity to operate a crime information gathering system compatible with the FBI Uniform Crime Reporting System may be requested.

### **Uniforms and Basic Issue Equipment**

Unless a waiver of the local match is granted, federal funding for uniforms and basic issue equipment cannot exceed 75 percent of the total project cost.

The following items are allowable under this funding category:

- Baton and baton holder
- Bulletproof vest\*\*
- Dress uniform (dress coat, dress shirts, dress pants, ties)
- Standard uniform (uniform shirts, trousers, ties, belts)
- Footwear (dress shoes, athletic shoes, boots)



- Gas masks
- Gun belt and belt accessories
- Handcuffs and case/holder
- Hats/caps/gloves
- Hazmat suits
- Holster
- Identification badge(s)/other insignia (nameplates, etc.)
- Manuals, reference books, notebooks, etc.
- Other miscellaneous items issued to police recruits (e.g., flashlights, templates, and whistles)
- Other standard issue apparel/uniform accessories (subject to approval)
- Outerwear (raincoat, coat, jacket, reflective vest)
- Pepper spray and holder
- Portable radio and holder
- Primary issue handgun

Uniforms and basic issue equipment may be requested under this TRGP grant if the applicant agency's budget does not include other state, local, or BIA funds to pay for these costs. Requests for reimbursement of uniforms and equipment purchased prior to the award date will not be funded. All funded items must be purchased after the official award start date of the grant period.

\*\* Any bullet-proof vest purchased under TRGP must meet National Institute of Justice standards, as shown on the list of acceptable vests included in this application kit. Applicants should take this into consideration when requesting funding for this item, and request an adequate amount of funding accordingly. Since the list is frequently updated, please go to the website at [www.nlectc.org](http://www.nlectc.org) for the most current listing, or call 800.248.2742 for direct connection to the National Law Enforcement and Corrections Technology Center for more information. NIJ-approved stab-resistant vests will also be available through this program.

## **Technology**

Unless a waiver of the local match is granted, federal funding for technology cannot exceed 75 percent of the total project cost for an item, system, or group of like items.

Applicants may request funding for otherwise unfunded technology that will improve their department's ability to provide law enforcement services. Applicants must demonstrate that the technology is for law enforcement use and that the technology will enhance the department's community policing activities. Applicants may request funding for installation and training costs associated with the technology. Tribes are encouraged to request equipment that will increase their ability to collect crime data. Applicants are encouraged to have or develop an automated crime information gathering system compatible with the FBI Uniform Crime Reporting System.

The following items are allowable under this funding category:

- Automated booking systems
- Automated fingerprint identification systems
- Cell phones (no airtime minutes allowed)
- Communication systems including narrow band upgrade equipment
- Computer Aided Dispatch (CAD) systems/Dispatch systems
- Computer hardware
- Computer software
- Crime mapping software
- Global Positioning Systems (GPS)
- Hardware/software upgrades
- In-car video cameras
- Mobile data computers/laptops
- NIBRS/UCR compliant crime data systems
- NCIC systems
- Records Management Systems (RMS)

Please see the Glossary of Terms at the back of the Instruction Booklet for a complete description of each technology item.

All funded items must be purchased after the official start date of the grant award period.

### **Police Vehicles**

Unless a waiver of the local match is granted, funding for police vehicles cannot exceed 75 percent of the total project cost.

Applicants may request funding for otherwise unfunded police vehicles and basic vehicle accessories. Requests for special conveyance police vehicles other than cars will only be considered if documentation on the need for that specific type of vehicle accompanies the application.

The following items are allowable under this funding category:

- Police cars
- Basic vehicle accessory package
- Special conveyances standard to the jurisdiction (motorcycles, snowmobiles, all terrain vehicles, etc.) based on demonstrated need.

All funded vehicles must be purchased after the official start date of the grant award period.

### **Items That Will Not Be Funded Under the Tribal Resources Grant Program 2004**

This is not an inclusive list. The COPS Office reserves the right to deny funding for items that may not be included in this application kit. Please do not apply for these items under TRGP:

Ammunition	Overtime hours for sworn officers or civilians
Assault weapons	Phone lines/utilities
Cell phone airtime	Prisoner transport vehicles
Civilian salaries and benefits	Radar equipment/Radar guns
Construction/renovation costs	Salaries and benefits of existing employees
Dictation systems	Surveillance equipment (wiretaps, etc.)
Dogs (K-9)	Televisions/VCRs
Indirect costs	Vehicle fuel, parts, service, or maintenance
Narcotics test kits	Vehicle leasing
Non-police use vehicles	Video cameras (other than vehicle mounted)/film
Office equipment (copiers, fax machines)	
Office furniture/supplies	
Office rental space	
Officer salaries and benefits	

**In addition, this program will not provide funding for any items which are funded in the applicant agency's budget with other sources of funding (state, local, or BIA). You may apply only for otherwise unfunded items to supplement your agency's law enforcement budget.**

## **How to Apply**

This application kit is for the TRGP grant program only. Agencies that are not eligible under this program may be eligible under other COPS grant programs. To obtain information on other COPS programs and available applications, please contact the U.S. Department of Justice Response Center at 800.421.6770.

TRGP applicants should follow the instructions in this application booklet to complete the appropriate forms. All forms included in this kit must be properly completed and returned. Failure to complete and return all of the required forms may result in denial of the application or a delay in processing. Be advised that false statements or claims made in connection with COPS grants may result in fines, imprisonment, debarment from participating in federal grants or contracts, and/or any other remedy available by law to the federal government.

All application forms must be typewritten and the requested materials should be stapled together. Applicants are discouraged from including other materials beyond what is requested.

A completed TRGP application must include an original and two copies of the following items:

1. Application Form completed and signed by both the law enforcement executive and the government executive

2. Equipment and Training Budget Detail Worksheets
3. Assurances form with the signatures of the law enforcement executive and the government executive
4. Certifications form with signatures of the law enforcement executive and the government executive
5. Criminal Intelligence Special Condition signed by both the law enforcement executive and the government executive
6. Consortium Agency Questionnaire, if applying as a consortium
7. Special Agency Questionnaire, if applying as a special agency
8. Waiver of the local match request, if applicable

## Completed Applications

Completed applications should be mailed to the address listed below. Original signatures are required on all grant materials; therefore, we cannot accept faxes.

Office of Community Oriented Policing Services  
Tribal Resources Grant Program Control Desk  
U.S. Department of Justice  
1100 Vermont Avenue, N.W., 8th floor  
Washington, D.C. 20530 (overnight 20005)

*Please keep one complete copy of your application for your records.*

## Application Deadline

The application deadline for TRGP 2004 is May 28, 2004. All applications must be postmarked by this date in order to be considered eligible. The COPS Office will review all applications and applicants will receive written notification of funding decisions.

## Criminal Intelligence Systems

If your agency receives TRGP grant funding for equipment or technology that will be used to operate an interjurisdictional criminal intelligence system, you must comply with the operating principles found at 28 C.F.R. Part 23. An "interjurisdictional criminal intelligence system" is generally defined as a system which receives, stores, analyzes, and exchanges or disseminates data regarding ongoing criminal activities (examples of such activities include, but are not limited to, loan sharking, drug or stolen property trafficking, gambling, extortion, smuggling, bribery, and public corruption) and shares this data with other law enforcement jurisdictions. 28 C.F.R. Part 23 contains operating principles for these interjurisdictional criminal information systems which protect individual privacy and constitutional rights.

If your agency will use the TRGP equipment or technology grant funds simply to operate a single agency database (or other unrelated forms of technology) and will not share criminal intelligence data with other jurisdictions, 28 C.F.R. Part 23 does not apply to this grant. **All TRGP grant applicants must complete the 28 C.F.R. Part 23/Criminal Intelligence Systems Special Condition as part of this grant application, however, so that the COPS Office may track whether you intend to use the grant funds to operate an interjurisdictional criminal intelligence system.**

### **Paperwork Reduction Act Notice**

The public reporting burden for this collection of information is estimated to be up to six (6) hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the application. Send comments regarding this burden estimate or any other aspects of the collection of this information, including suggestions for reducing this burden, to the Office of Community Oriented Policing Services, U.S. Department of Justice, 1100 Vermont Avenue, N.W., Washington, D.C. 20530; and to the Public Use Reports Project, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

### **Additional Assistance**

If you have any questions regarding TRGP or would like assistance completing this application, you may call the U.S. Department of Justice Response Center at 800.421.6770. When calling this number, you may ask to speak to your state's Tribal Point of Contact for assistance.

## **II. Administrative Requirements**

### **Monitoring and Reporting Requirements**

Federal regulations require that financial assistance provided by the federal government be monitored to ensure that funds are used properly. Monitoring efforts by the COPS Office may involve, but are not limited to, site visits, telephone calls, and office-based in-depth compliance reviews. Reporting requirements under this program will include the submission of quarterly financial status reports and program reports that track grantee progress on an annual basis.

### **Audit Requirements**

In addition to oversight, guidance, and counsel provided by the COPS Office, your grant may be subject to an audit by independent examiners. The two primary types of audits are Single Audit Act (SAA) audits and U.S. Department of Justice (DOJ), Office of the Inspector General (OIG) audits. For audit purposes, all grant records must be retained for three (3) years after the official closeout of the grant. OMB Circular A-133 establishes the requirements for organizational audits that apply to COPS grantees. Grantees must arrange for the required organizationwide, not grant-by-grant, audits in accordance with the requirements of this circular.

### **Assurances and Certifications**

Agencies awarded under TRGP are required to submit Assurances and Certifications signed by the law enforcement executive and the government executive to the COPS Office. Original signatures are required. These items are treated as a material representation of fact upon which the COPS Office will rely in deciding whether to award this grant.

### **Nonsupplanting Requirements**

The COPS statute requires that grant funds may not be used to replace tribal, state, local, or Bureau of Indian Affairs funds that would be made available in the absence of the federal COPS grant funding. This means that TRGP funds must be used to increase the amount of state, local, or Bureau of Indian Affairs funds otherwise budgeted for law enforcement purposes.

This requirement applies to all items or costs requested under the TRGP program. Grant applicants may not apply for TRGP funding for any item such as a vehicle or cost such as officer training if that item or cost was otherwise budgeted with tribal, state, local, or Bureau of Indian Affairs funds (or already committed to the grantee's budget). TRGP funds may not be used to purchase any items prior to the official award start date of the grant.

Grantees also may not reallocate funds from within their law enforcement budget to pay for the required local match to the TRGP grant, but must obtain other sources of local match funds in addition to the state, local, or Bureau of Indian Affairs funds which were budgeted for law enforcement purposes.

To ensure compliance with the nonsupplanting requirement, TRGP grant applicants should (1) apply only for items which are not funded in the agency's budget, and would not otherwise be funded with state, local, or Bureau of Indian Affairs funds in the absence of the TRGP grant and (2) purchase allowable items on or after the official start date of the award.

The possibility of supplanting will be the subject of careful application review, and possible pre-award review, post-award monitoring, and audits. Supplanting of state, local, or Bureau of Indian Affairs funds with COPS grant funds is a ground for potential suspension or termination of grant funding, repayment of funds provided, and other applicable legal sanctions.

As part of this application, your agency must sign a certification that it will not use COPS funds to supplant state, local, or Bureau of Indian Affairs funds at any point during the grant award period. This certification will be treated as a material representation of fact upon which the COPS Office will rely in deciding whether to award this grant.

## **Civil Rights**

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. As part of your TRGP grant application, you are required to submit assurances which contain applicable legal and administrative requirements for grantees.

Please be advised that a hold may be placed on this application if it is deemed that the applicant agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.

## **Suspension or Termination of Funding**

The COPS Office has the right to sanction or to terminate your grant when there is reason to believe through periodic monitoring or review that you:

- Are not substantially complying with the requirements of the Public Safety Partnership and Community Policing Act of 1994, the guidelines or with other provisions of federal law;
- Are failing to make satisfactory progress toward the goals or strategies in your application, as reflected by performance and status reports;
- Do not adhere to grant agreement requirements or conditions;

- Propose substantial plan changes to the extent that, if originally submitted, would have resulted in the application not being selected for funding;
- Do not submit reports (in a timely manner);
- File false certification in connection with an application, periodic report, or other document submitted to the COPS Office or to the Office of the Comptroller; or
- Provide other good cause for termination as determined by the COPS Office.

In these instances, we may:

- Temporarily withhold payments pending correction of the situation;
- Disallow in all or in part the cost of the activity or action not in compliance;
- Wholly or partly suspend or terminate the current award;
- Require that some or all of the grant amounts be remitted to the U.S. Department of Justice;
- Condition a future grant or elect not to provide future grant funds until appropriate actions are taken to ensure compliance;
- Withhold further awards for the program;
- Recommend civil or criminal enforcement by other agencies; or
- Take other remedies that are legally available.





## **III. Application Instructions**

### **I. General Information**

Part I of the application requests background information about the applicant agency.

### **II. – VI. Requested Items**

Parts II – VI are summaries of items and/or positions requested under each funding category.

### **VII. Law Enforcement Needs**

Part VII requests information on your department's most serious law enforcement needs.

### **VIII. Waiver of the Local Match**

Part VIII is the waiver of the local match section. If you are requesting a waiver of the local match based upon severe fiscal distress, indicate that in this section and attach the supporting documentation as outlined in the application instructions.

This section also contains a certification statement which attests to the accuracy of information contained in the application. Signatures are required from both the law enforcement executive and the government executive.

## **Budget Worksheets**

The Equipment and Training Budget Worksheets must be completed for all items requested. Please fill out the federal/local share of the total actual costs based upon the total project costs requested even if you are also requesting a waiver of the local match.

## **Equipment and Training Budget Worksheets**

### **SECTION A: Officer Background Investigations**

Please list a description of the type of background investigation requested (e.g., "standard background investigation"), the cost per officer, and the number of officers for which you are requesting background investigations.

### **SECTION B: Academy/Basic Training & Specialized Training**

Training for recruits may vary in its delivery, in the length of training, and in related costs. It can be delivered at a state academy, Indian Police Academy, or at a department's police academy.

If your department is requesting funding for basic recruit training, use Section B to show which type of training academy your recruit(s) will attend. Indicate the costs associated with the training, multiply by the number of officers for which you are requesting the training, and enter the total cost of training requested.

Specialized training may also be requested in such topics as counterterrorism, family violence crime prevention, and Indian Country jurisdictional issues. Requests for specialized training will be reviewed on a case-by-case basis and are subject to funding availability.

### **SECTION C: Other Training**

Community Policing Training – Departments that have not previously received a TRGP grant must request funding to send a minimum of two representatives to the approved training. There are no tuition fees associated with these courses, so departments should request funds for travel expenses only. A maximum of \$600 federal share per student can be requested for Community Policing Training.

Grant Management Training – Departments that have not previously received a TRGP grant must request funding to send two representatives to Grant Management Training provided by the Department of Justice. There are no tuition fees associated with this course, so departments should request funds for travel expenses only. A maximum of \$600 federal share per student can be requested for Grant Management Training.

Computer Training – Departments may request funding for computer training delivered on site, or for individuals in the department to attend a training class, subject to the guidelines described in the instructions.

### **Sections D & E: Uniforms and Basic Issue Equipment**

Uniforms and Basic Issue Equipment may include all apparel, footwear, and accessories. Items listed in this section should be itemized individually. Basic issue equipment may include supplies, equipment, and other items routinely issued to all officers. A listing of allowable and disallowable items are found on pages 13-14 of this application.

### **Section F: Technology**

Items listed in this section should contain a clear description of each item and all components for which you are requesting funding. Include types, descriptions, numbers of items, and any costs associated with installation or training.

### **Section G: Vehicles**

Describe the vehicle type and cost. List individual items in the vehicle accessory package and their individual costs.

## **IV. National Institute of Justice (NIJ) Bullet-Proof Vest Standards**

The following information was adapted from NIJ Guide 100-98, "Selection and Application Guide to Police Body Armor." The publication in its entirety may be requested from:

National Law Enforcement and Corrections Technology Center (NLECTC)  
2277 Research Boulevard  
Rockville, MD 20850  
800.248.2742

The publication may also be downloaded from the Center's website:  
[www.nlectc.org](http://www.nlectc.org).

"NIJ's policy on body armor has always been that preserving the life of the police officer is the sole criteria on which to judge body armor effectiveness. At present, an officer may select a garment that corresponds to an appropriate threat level and be confident that armor in compliance with NIJ's standard will defeat the stated threat level."

### **Type I (.22 LR; .38 Special)**

Type I body armor is light. This is the minimum level of protection every officer should have and the armor should be routinely worn at all times while on duty. Type I body armor was the armor issued during the NIJ demonstration project in the mid-1970's. Most agencies today, however, because of increasing threats, opt for a higher level of protection.

This armor protects against .22 Long Rifle High-Velocity lead bullets, with nominal masses of 2.6 g (40gr), impacting at a velocity of 320 m/s (1,050 ft/s) or less, and against .38 Special roundnose lead bullets, with nominal masses of 10.2 g (158 gr), impacting at a velocity of 259 m/s (850 ft/s) or less. It also provides protection against most other .25 and .32 caliber handgun rounds.

### **Type II-A (Lower Velocity .357 Magnum; 9mm)**

Type II-A body armor is well suited for full-time use by police departments, particularly those seeking protection for their officers from lower velocity .357 Magnum and 9mm ammunition.

This armor protects against .357 Magnum jacketed soft-point bullets, with nominal masses of 10.2 g (158 gr), impacting at a velocity of 381 m/s (1,250 ft/s) or less, and against 9mm full-metal jacketed bullets, with nominal masses of 8.0 g (124 gr), impacting at a velocity of 332 m/s (1,175 ft/s). It also protects against such threats as .45 Auto., .38 Special +P, and some other factory loads in caliber .357 Magnum and 9mm, as well as the Type I threats.

### **Type II (Higher Velocity .357 Magnum; 9mm)**

Type II body armor is heavier and more bulky than either Types I or II-A. It is worn full-time by officers seeking protection against higher velocity .357 Magnum and 9mm ammunition.

This armor protects against .357 Magnum jacketed soft-point bullets, with nominal masses of 10.2 g (158 gr), impacting at a velocity of 425 m/s (1,395 ft/s) or less, and against 9mm full-jacketed bullets, with nominal velocities of 358 m/s (1,175 ft/s). It also protects against most other factory loads in caliber .357 Magnum and 9mm, as well as the Type I and II-A threats.

### **Type III-A (.44 Magnum; Submachine Gun 9mm)**

Type III-A body armor provides the highest level of protection currently available from concealable body armor and is generally suitable for routine wear in many situations. However, departments located in hot, humid climates may need to evaluate the use of Type III-A armor carefully.

This armor protects against .44 Magnum lead semi-wadcutter bullets with gas checks, nominal masses of 15.55 g (240 gr), impacting at a velocity of 426 m/s (1,400 ft/s) or less. It also provides protection against most handgun threats, as well as the Type I, II-A and II threats.

### **Type III (High-Powered Rifle)**

Type III body armor is clearly intended only for tactical situations when the threat warrants such protection, such as barricade confrontations involving sporting rifles.

This armor, normally of hard or semi-rigid construction, protects against 7.62 mm full-metal jacketed bullets (U.S. military designation M80), with nominal masses of 9.7 g (150 gr), impacting at a velocity of 838 m/s (2,750 ft/s) or less. It also provides protection against threats such as 223 Remington (5.56 mm FMJ), 30 Carbine FMJ, and 12-gauge rifled slug, as well as the Type I through III-A threats.

### **Type IV (Armor-Piercing Rifle)**

Type IV body armor provides the highest level of protection currently available. Because this armor is intended to resist "armor piercing" bullets, it often uses ceramic materials. Such materials are brittle in nature and may provide only single-shot protection, since the ceramic tends to break up when struck. As with Type III armor, Type IV armor is clearly intended only for tactical situations when the threats warrant such protection.

This armor protects against .30-06 caliber armor-piercing bullets (U.S. military designation AMP2), with nominal masses of 10.8 g (166 gr), impacting at a velocity of 868 m/s (2,850 ft/s) or less. It also provides at least single-hit protection against the Type I through III threats.

### **Special Type**

A purchaser who has a special requirement for a level of protection other than one of the above standard threat levels should specify the exact test rounds and minimum impact velocities to be used and indicate that this standard shall govern in all other respects.

## V. Glossary of Terms

**Allowable Costs** – Allowable costs are what the TRGP grant program funds. COPS TRGP provides funding for background checks for new and existing officers, as well as funding for training and equipment for new and existing officers. Upon review of your submitted budget, any non-allowable costs will be removed, and your total budget amount will be revised accordingly outlining the costs on which you are allowed to spend COPS funds. Refer to the Funding Options section of the Application Kit and Instructions for a breakdown of Allowable Costs.

**Authorized Official** – The authorized official is the individual in your organization who has final responsibility for all programmatic and financial decisions regarding this grant award. The law enforcement and government executives listed on the application should both be the authorized officials.

**Automated Booking System** – An automated booking system captures arrestee fingerprints and photographic information electronically, and often has the ability to transfer that information to a departmental or statewide database.

**Automated Fingerprint Identification System (AFIS)** – An AFIS system is a highly specialized biometrics system that compares a single fingerprint image with a database of fingerprint images. Fingerprint images are collected from crime scenes or are taken from criminal suspects when they are arrested. Fingerprint images may be captured by placing a finger on a scanner or by electronically scanning inked impressions on paper.

**Career Law Enforcement Officer** – A career law enforcement officer is an officer hired on a permanent basis who is authorized by law or by a state or local public agency to engage in or supervise the prevention, detection or investigation of violations of criminal law.

**Closeout** – The process in which the awarding agency, the COPS Office, determines that all applicable administrative actions and all required work and conditions of the award have been completed and met by the recipient and awarding agency.

**Cognizant Federal Agency** – The federal agency that generally provides the most federal financial assistance to the recipient of funds. Cognizance is assigned by the Office of Management and Budget (OMB).

**Community Oriented Policing** – Community oriented policing is a policing philosophy that promotes and supports organizational strategies to address the causes and reduce the fear of crime and social disorder. This is achieved through problem-solving approaches and community-police partnerships. It enhances police professionalism by providing officers with the skills, technology, and motivation to act in innovative ways to solve community crime-related problems. Grant requests must be linked to the implementation or enhancement of community policing. All equipment and technology items funded under the TRGP grant must be used to enhance community policing as outlined in your application.

**Computer Aided Dispatch (CAD) system** – Computer database that can track calls for service, maintain status of units available, provide various reports, produce address histories, and support electronic mail. With the installation of integrated CAD systems, officers are able to receive calls for service on their mobile data terminals rather than over the radio. Radios can then be used only for serious emergencies.

**Consortium** – A consortium is a group of two or more Federally Recognized Tribes that agree to form a partnership to provide law enforcement services to the constituent tribal communities.

**COPS Office** – The Office of Community Oriented Policing Services (COPS) is the office within the U.S. Department of Justice that will be your "grantor" or "awarding" agency if your agency receives a COPS TRGP grant. The COPS Office is responsible for administering your grant for the entire grant period. You can reach the COPS Office at 800.421.6770.

**DUNS Number** – Starting in FY 2004, the Office of Management and Budget (OMB) requires all agencies applying for federal funding to obtain this number prior to application. The DUNS number is a unique nine-digit identification number that is assigned upon request to agencies by Dun & Bradstreet (D&B). This number will be used by the federal government to better track grant recipient information throughout the grant cycle and to provide consistent name and address data for electronic grant application systems. To obtain a DUNS number, visit the Dun & Bradstreet website at [www.dnb.com](http://www.dnb.com) or call 866.705.5711.

**Federally Recognized Tribe** – Tribal entities that are recognized and eligible for funding and services from the Bureau of Indian Affairs by virtue of their status as Indian tribes. They are acknowledged to have the immunities and privileges available to other federally acknowledged Indian tribes by virtue of their government-to-government relationship with the United States as well as the responsibilities, power, limitation, and obligations of such tribes. Only Federally Recognized Tribes are eligible to apply for TRGP or other COPS grant funds. For further information, contact: Bureau of Indian Affairs, Division of Tribal Government Services, MS-4631-MIB, 1849 C Street, N.W., Washington, D.C. 20240, 202.208.2475.

**Gas Mask** – A gas mask is connected to a chemical air filter and is used to protect the face and lungs from toxic gases.

**Global Positioning System (GPS)** – Global Positioning Systems are a series of 24 geosynchronous satellites that continuously transmit their position. Each system is used in personal tracking, navigation, and automatic vehicle location technologies.

**Local Budget Cycle** – Your agency's fiscal year. Some common examples include January 1 to December 31, October 1 to September 30, and July 1 to June 30.

**Matching Funds** – Under the COPS TRGP program, unless a waiver has been granted because of severe fiscal distress, the COPS Office provides up to 75 percent of total project costs, including basic law enforcement training and equipment, technology, and vehicles. COPS TRGP grantees are responsible for a cash match of 25 percent of the total cost of allowable items. The TRGP grantee has the entire grant period to contribute to the 25 percent local match providing that the full matching share is obligated at the end of the grant period.

**Mobile Data Computer/Laptop** – A Mobile Data Computer (MDC) is a computer terminal mounted in a vehicle that is linked via wireless communication to a network that is often integrated with a CAD system. MDCs enable officers to complete previously handwritten reports on a computer. This often eliminates the need to enter duplicate information on multiple reports.

**National Incident-Based Reporting System (NIBRS)** – A comprehensive reporting database. Agencies provide individual records for eight index crimes and 38 other offenses.

**Office of the Comptroller/Financial Analyst** – The Office of the Comptroller (COPS Finance) handles the financial and budgetary aspects of your grant. A Financial Accountant has been assigned to your state to answer any financial questions that you may have about your grant. To speak with your COPS Accountant, contact the U.S. Department of Justice Response Center at 800.421.6770 and ask to speak to the accountant for your state or visit COPS Online at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).

**OJP Vendor Number/EIN Number** – This is your agency's nine-digit federal tax identification number assigned to you by the IRS. Your accounting/bookkeeping department should have this number. If your EIN previously has been assigned to another agency within your jurisdiction, the Office of the Comptroller will assign a new OJP vendor number to you. The new assigned number is to be used for administrative purposes only, in connection with this grant program, and should not be used for IRS purposes.



**ORI Number** – This number is assigned by the FBI and is your agency's originating agency identifier. The first two letters are your state abbreviation, the next three numbers are your county's code, and the final two numbers identify your jurisdiction within your county. When you contact the COPS Office with a question, you can use the ORI number, and we will be able to assist you. If you are a previous COPS grant recipient, you may have been assigned an ORI number through the COPS Office if the FBI had not previously assigned your agency this identifier number.

**The Public Safety Partnership and Community Policing Act of 1994** – The COPS Office is charged with fulfilling the mandates of this law. The purposes of the law are to:

- Increase the number of community policing officers on the beat by 100,000;
- Provide additional and more effective training to law enforcement officers to enhance their problem-solving, service, and other skills needed in interacting with members of the community;
- Encourage the development and implementation of innovative programs to permit members of the community to assist law enforcement agencies in the prevention of crime; and
- Encourage the development of new technologies to assist law enforcement agencies in reorienting the emphasis of their activities from reacting to crime to preventing crime.

**Supplanting** – COPS grant funds may not be used to supplant (replace) state, local, or Bureau of Indian Affairs funds that would be made available in the absence of federal COPS grant funding. TRGP funds must be used to increase the amount of state, local, or Bureau of Indian Affairs funds otherwise budgeted for the grant purposes, plus any additional state, local, or Bureau of Indian Affairs funds budgeted for these purposes. For further information regarding supplanting, please contact the COPS Office Legal Division at 202.514.3750.

**Waivers** – A waiver of the local match requirement is available to applicants that demonstrate severe fiscal distress resulting in an inability to provide adequate law enforcement services. Requests for a waiver are considered on a case by case basis and must be made at the time of the application. Please refer to Guidelines for Waivers of Local Match in the TRGP Application Kit and Instructions.





## FOR MORE INFORMATION:

U.S. Department of Justice  
Office of Community Oriented Policing Services  
1100 Vermont Avenue, NW  
Washington, D.C. 20530

To obtain details on COPS programs, call the  
U.S. Department of Justice Response Center at  
800.421.6770.

Visit COPS Online:  
[www.cops.usdoj.gov](http://www.cops.usdoj.gov)



*Tribal Waiver*

[www.cops.usdoj.gov](http://www.cops.usdoj.gov)

Grants Administration Division

1100 Vermont Avenue, NW  
Washington, D.C. 20530  
(overnight 20005)

## Directions

Please write a one to three page narrative addressing all of the issues or points listed below. Please submit your narrative with your TRGP application. If a certain issue is not applicable to your tribal community, please indicate that in your narrative. *In your narrative, please explain how the tribal community's law enforcement efforts have been directly impacted by your financial distress. Please provide specific examples and documentation to support your answers.* Failure to respond to all items may significantly delay the waiver review.

- Has your tribal community recently experienced **federal funding cuts** that have negatively impacted your ability to serve tribal community members?
- Has your tribal community recently experienced **Bureau of Indian Affairs (BIA) funding cuts** that have negatively impacted your ability to serve tribal community members?
- Has your tribal community recently experienced **state funding cuts** that have negatively impacted your ability to serve tribal community members?
- Have any of the above listed funding cuts or other funding reductions caused:
  - Layoffs within the tribal government? How many?
  - Layoffs within the tribal police department? How many?
  - A reduction in necessary overtime expenses for your law enforcement agency?
  - A reduction in the tribal community's ability to purchase necessary supplies and/or equipment?
  - A reduction in your tribal community's ability to upgrade or purchase new vehicles?
- Has your tribal community experienced budgetary imbalance or expenditure cutbacks resulting in a significant reduction in services provided to your tribal community?
- Has the tribal community recently lost a primary employer? Please explain:
  - When the layoffs occurred?
  - How many workers were affected in your tribal community?
  - Have any recent closings or layoffs outside your tribal community had a major fiscal impact on the tribal community and its members?
- Does the tribal government engage in any private enterprise that is *currently experiencing fiscal distress*?
- Does your tribe have a budget deficit?
  - Please explain, by including dollar amounts and percentages.
  - Has the tribal community's budget increased or decreased in the past two years? If so, by how much?
- What is the reported poverty rate in your tribal community? Please cite your sources.
- What is the reported unemployment rate in your tribal community? Please cite your sources.
- Has your tribal community been located within an area in which a declaration of major disaster has been made pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act? This includes both federal and state disaster areas. When? What was the impact?
- Has a natural disaster recently affected your tribal lands? *If so, please explain how this has created financial hardship.*
  - Estimated amount of damages to your tribal lands.
  - Estimated cost of unbudgeted supplies used.
  - Estimated cost of unbudgeted hours used by your law enforcement agency.
  - Estimated cost of unbudgeted hours used by other agencies of your tribal government.

## TRGP Waiver Information

- Estimated funds disbursed as emergency aid (e.g., food vouchers, blankets, housing, etc).
- Estimation of the tribal community's total expenditures due to the natural disaster.

- Has your tribal community, within the past three years, experienced an unanticipated and non-recurring expense? For example, did you have to rebuild some part of the tribal community's infrastructure? Please be sure to include:

- Why it is being done?
- What percentage of the tribal community's budget must be allocated towards the expense?

- Has your tribe been declared bankrupt by a court of law?

- Has your tribe been placed in receivership, or its functional equivalent, by a state or the federal government?

- Is there a current determination by another federal or state agency of qualification of matching funds based on severe fiscal distress?

- Has your tribal land been declared a financially distressed area by the state where the tribe is located?

- Has there been a significant downgrading of the tribe's bond rating for fiscal-related reasons?

- Is the tribe filing for bankruptcy, receivership, or similar measure, with the request for relief pending?

**Please provide documentation of any other budgetary distress that your tribal community is experiencing that is not accounted for by the above questions.**

- Will your tribal community be able to contribute towards the local match costs? If so, what will your community be able to contribute? (if any) \_\_\_\_\_

## **Contact COPS**

For more information please contact the U.S. Department of Justice Response Center at 800.421.6770, or visit COPS Online at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).



**Tribal Resources Grant Program 2004  
Equipment and Training Budget Worksheet**

ORI # OK0002Z  
OMB Control # 1103-0072  
Expiration Date: 1/31/05

Applicant Organization Legal Name: Tribal Nation Police Department

Vendor # 123456789

**\* Instructions: Round the "cost per officer" to the nearest dollar (e.g., \$19.99 = \$20)**

**\* If you require additional space on any of the following budget categories, please attach additional pages as necessary:**

**A. OFFICER REQUEST- Please complete attached budget sheets if requesting officers.**

**BACKGROUND INVESTIGATIONS**

Description	Cost per officer	x Number of Officers	= Total Cost
Standard Background Investigation	\$ 4,000.00	2	\$ 8,000.00

**TYPE OF TRAINING**

**ITEMIZATION OF TRAINING COSTS**

*This section should be used to itemize all training for which you are requesting funds, including academy tuition cost; course fees; costs of instruction (wage of training personnel, etc.); travel for training; costs of training supplies (textbooks, etc.).*

*This section should be used to report the cost of the item per officer, multiplied by the number of officers for which you are requesting that item to calculate total cost.*

**COST OF TRAINING**

**B. ACADEMY/BASIC TRAINING & SPECIALIZED TRAINING**

Itemization	Cost per officer (rounded to the nearest dollar)	x Number of Officers	= Cost of Training
State Training Academy	\$ .00		\$ .00
Indian Police Academy	\$ .00		\$ .00
Police Department's Academy	\$ .00		\$ .00
Travel (in connection with training)	\$ 1,000.00	2	\$ 2,000.00
Training supplies (textbooks, manuals)	\$ .00		\$ .00
Other costs (associated with training)	\$ .00		\$ .00

Specialized Academy Training	\$ 2,500.00	2	\$ 5,000.00
Travel (in connection with training)	\$ .00		\$ .00
Training supplies (textbooks, manuals)	\$ .00		\$ .00
Other costs (associated with training)	\$ .00		\$ .00

**SUB-TOTAL FOR ACADEMY/BASIC & SPECIALIZED TRAINING: \$ 7,000.00**

*Enter total cost of training*

**C. COMMUNITY POLICING TRAINING, GRANTS MANAGEMENT TRAINING, COMPUTER TRAINING**

**Specify type and location of each training**

**Itemization**

**Cost per officer x Number of Officers = Cost of Training**  
(rounded to the nearest dollar)

Community Policing Training	\$ 800 (cap)	2	\$ 1,600.00
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required for first-time TRGP grantees

Grant Management Training	\$ 800 (cap)	2	\$ 1,600.00
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required for first-time TRGP grantees

Computer Training including:	\$ .00		\$ .00
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Travel (in connection with training)

Training supplies (textbooks, manuals)

Other costs (associated with computer training)

**SUB-TOTAL FOR TRAINING: \$ 3,200.00**

*Enter total cost of training*



ITEM DESCRIPTION	COST OF ITEMS				TOTAL COST OF ALL ITEMS IN CATEGORY			
	PRICE PER ITEM (rounded to the nearest dollar)	X	NUMBER OF ITEMS PER OFFICER	X	TOTAL NUMBER OF OFFICERS	=	TOTAL COST PER ITEM	
Outerwear (Rain Gear, Uniform, Coat, Jacket)								
Winter Coat	\$ 250.00	X	1	X	3	=	\$ 750.00	
Rain Coat	\$ 75.00	X	1	X	2	=	\$ 150.00	\$ 900.00
	\$	X		X		=	\$	
Footwear (Shoes/Boots)								
Boots	\$ 110.00	X	1	X	2	=	\$ 220.00	\$ 220.00
	\$	X		X		=	\$	
Badge(s)/Name Plate/Other Insignia								
	\$ .00	X		X		=	\$ .00	\$ .00
	\$	X		X		=	\$	
Hats/Caps								
Uniform Hat	\$ 20.00	X	1	X	2	=	\$ 40.00	\$ 40.00
	\$ .00	X		X		=	\$ .00	



ITEM DESCRIPTION	COST OF ITEMS					TOTAL COST OF ALL ITEMS IN CATEGORY <small>* Add together the total cost per item for each group of items</small>
	PRICE PER ITEM (rounded to the nearest dollar)	X	NUMBER OF ITEMS PER OFFICER	X	TOTAL NUMBER OF OFFICERS	= TOTAL COST PER ITEM
Reflective Vest	\$ .00	X		X		= \$ .00
Accessories (Ties, Waist Belt, Gloves)	\$ 30.00	X	1	X	3	= \$ 90.00
Winter Gloves	\$ .00	X		X		= \$ .00
	\$ .00	X		X		= \$ .00
	\$ .00	X		X		= \$ .00
Specify other required items not included in this list:	\$ .00	X		X		= \$ .00
	\$ .00	X		X		= \$ .00
	\$ .00	X		X		= \$ .00

SUBTOTAL FOR UNIFORMS: \$ 1,800.00  
enter total cost of uniforms

**E. BASIC ISSUE EQUIPMENT**

ITEM DESCRIPTION	COST OF ITEMS				TOTAL COST OF ALL ITEMS IN CATEGORY	
PRICE PER ITEM (rounded to the nearest dollar)	X	NUMBER OF ITEMS PER OFFICER	X	TOTAL NUMBER OF OFFICERS	= TOTAL COST PER ITEM	* Add together the total cost per item for each group of items
<b>Primary Issue Weapon/Gun Holster</b> Primary Issue Handgun _____ _____	\$ <u>700.00</u> X _____ 1 _____ X _____ 2 _____ = \$ <u>1,400.00</u> \$ <u>.00</u> X _____ X _____ = \$ <u>.00</u>	\$ <u>1,400.00</u>				
<b>Bullet-Proof Vest</b> Bullet-Proof Vest _____ _____	\$ <u>1,000.00</u> X _____ 1 _____ X _____ 3 _____ = \$ <u>3,000.00</u>	\$ <u>3,000.00</u>				
<b>Portable Radio and Holder</b> _____ _____ _____	\$ <u>.00</u> X _____ X _____ = \$ <u>.00</u> \$ <u>.00</u> X _____ X _____ = \$ <u>.00</u>	\$ <u>.00</u>				
<b>Duty Belt/Gun Belt and Belt Accessories</b> Gun Belt _____ _____ _____ _____	\$ <u>100.00</u> X _____ 1 _____ X _____ 2 _____ = \$ <u>200.00</u> \$ <u>.00</u> X _____ X _____ = \$ <u>.00</u> \$ <u>.00</u> X _____ X _____ = \$ <u>.00</u>	\$ <u>200.00</u>				

DESCRIPTION	COST OF ITEMS				TOTAL COST OF ALL ITEMS IN CATEGORY <small>* Add together the total cost per item for each group of items</small>
	PRICE PER ITEM (rounded to the nearest dollar)	X	NUMBER OF ITEMS PER OFFICER	TOTAL NUMBER OF OFFICERS	
Manuals, Reference Books, Notebooks, etc.					
Tribal Codes Book	\$ 50.00	X	1	X	= \$ 100.00
	\$ .00	X		X	= \$ .00
Miscellaneous Items (Flashlight, Whistles, etc.)					
	\$ .00	X		X	= \$ .00
	\$ .00	X		X	= \$ .00
	\$ .00	X		X	= \$ .00
Specify other required items not included in this list:					
	\$ .00	X		X	= \$ .00
	\$ .00	X		X	= \$ .00

SUBTOTAL FOR BASIC ISSUE EQUIPMENT: \$ 4,700.00  
*enter total cost of equipment*

\* Instructions: Round the "price per item, system, or group of items" to the nearest dollar (e.g., \$30.50 = \$31)

F. TECHNOLOGY	ITEM SYSTEM OR GROUP OF LIKE ITEMS	PRICE PER ITEM, SYSTEM OR GROUP OF ITEMS (rounded to the nearest dollar)	QUANTITY OF ITEMS	TOTAL COST OF ITEM(S) REQUESTED
	GPS - Handheld	\$ 3,000.00	X 5	= \$ 15,000.00
	Mobile Data Computer	\$ 2,000.00	X 5	= \$ 10,000.00
	CAD/RMS System	\$ 140,000.00	X 1	= \$ 140,000.00
	(see attached breakdown of costs)	\$ .00	X	= \$ .00
		\$ .00	X	= \$ .00
		\$ .00	X	= \$ .00
		\$ .00	X	= \$ .00
		\$ .00	X	= \$ .00
		\$ .00	X	= \$ .00
		\$ .00	X	= \$ .00
		\$ .00	X	= \$ .00
		\$ .00	X	= \$ .00
		\$ .00	X	= \$ .00
		\$ .00	X	= \$ .00

SUBTOTAL FOR TECHNOLOGY:

\$ 165,000.00

enter total cost of technology

\* Instructions: Round the "price per vehicle" to the nearest dollar (e.g., \$4,500.95 = \$4,501)

G. VEHICLES	PRICE PER VEHICLE	NUMBER OF VEHICLES	TOTAL COST REQUESTED
Police Car	\$ .00	X	= \$ .00
Basic Accessory Package (list items)	\$ .00	X	= \$ .00
Special Police Vehicle* 4x4 Truck	\$ 30,000.00	X 2	= \$ 60,000.00
Basic Accessory Package (list items)	\$ 3,000.00	X 2	= \$ 6,000.00
light bar			
decals			
siren			

\*Requests for Special Police Vehicles will only be approved based on demonstrated need. Please describe need for specialized vehicle on application form.

SUBTOTAL FOR VEHICLES: \$ 66,000.00

enter total cost of vehicles

**Budget Summary**

Instructions: When you have completed the budget worksheets, transfer the totals for each category to the spaces below. Compute the total project cost and indicate the amount of federal funds requested. Enter the federal share of the category amount based on 75 percent of the total cost of the category. Please see page 7 of the Application Instruction Manual for more information.

<b>Budget Category</b>	<b>Total Amount</b>	<b>Federal Share</b>	<b>Local Share</b>
<b>A. Officer Background Investigation(s)</b>	\$ <u>8,000.00</u>	\$ <u>6,000</u>	\$ <u>2,000</u>
<b>B. Basic Training &amp; Specialized Police Training</b>	\$ <u>7,000.00</u>	\$ <u>5,250</u>	\$ <u>1,750</u>
<b>C. Other Training (Community Policing, Grant Management, Computer Training)</b>	\$ <u>3,200.00</u>	\$ <u>2,400</u>	\$ <u>800</u>
<b>D. Uniforms</b>	\$ <u>1,800.00</u>	\$ <u>1,350</u>	\$ <u>450</u>
<b>E. Basic Issue Equipment</b>	\$ <u>4,700.00</u>	\$ <u>3,525</u>	\$ <u>1,175</u>
<b>F. Technology</b>	\$ <u>165,000.00</u>	\$ <u>123,750</u>	\$ <u>41,250</u>
<b>G. Vehicles</b>	\$ <u>66,000.00</u>	\$ <u>49,500</u>	\$ <u>16,500</u>
<b>Total Project Cost</b>	\$ <u>255,700.00</u>	\$ <u>191,775</u>	\$ <u>63,925</u>

\* Note: Please complete the budget with the federal and local shares even if you are requesting a waiver of the local match.

**Contact Information for Budget Questions**

The undersigned attests to the accuracy of the budget information submitted on the preceding pages.

Name of Authorized Official: Terry Doe Title: Chief of Police

Phone: (123) 456-7899 Fax: (123) 456-6788

E-mail (if applicable): Terry.Doe@TribalNation.org

Signature: Terry Doe Date: June 1, 2002

**Other Important Information****1. What is your fiscal year?**

Starting date of your fiscal year: 10 / 01  
month/day

Ending date: 09 / 30  
month/day

**2. Please enter the name of your Cognizant Federal Agency in the space provided: DOI**

Most agencies that receive federal grants are required to have audits of those grants forwarded to a single federal agency (Justice, DOI, HUD, HHS, Transportation, etc.). The single federal agency where such audits are sent is known as your "Cognizant Federal Agency." For assistance in identifying your Cognizant Federal Agency, call the Department of Justice Response Center at 800.421.6770.



COMMUNITY ORIENTED POLICING SERVICES  
U.S. DEPARTMENT OF JUSTICE

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## **IMPORTANT GRANT INFORMATION**

Beginning October 1, 2003, the Office of Management and Budget is requiring all agencies applying for Federal funding to obtain a Data Universal Numbering System (DUNS) number from Dun and Bradstreet. This requirement is an effort to establish a standard means for tracking Federal grant recipients throughout the entire grant life cycle and to provide the public with a uniform business practice.

To assist you in obtaining this number, if you have not already done so, we have attached the instructions from Dun and Bradstreet. You can also access Dun and Bradstreet at <http://www.dnb.com/us/> and apply for your DUNS number online.

The COPS Office looks forward to working with you in Fiscal Year 2004. If you have any questions regarding this request, please contact the Department of Justice Response Center at 800.421.6770.

# Obtaining a DUNS Number

## A Guide for Federal Grant and Cooperative Agreement Applicants



The Federal Government requires that all applicants for Federal grants and cooperative agreements, with the exception of individuals other than sole proprietors and foreign entities, have a DUNS number. The Federal Government will use the DUNS number to better identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name and address data for electronic grant application systems.

### **Data Universal Numbering System (DUNS) Number:**

- The Data Universal Numbering System (DUNS) number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B).
- The DUNS Number is site-specific. Therefore, each distinct physical location of an entity (such as branches, divisions, and headquarters) may be assigned a DUNS number. In order to provide on-the-spot DUNS Number assignment, D&B does not control or limit who may request or receive a DUNS number. It is the organization's responsibility to manage their DUNS numbers (see below).

### **Obtaining a DUNS Number**

- You should verify that you have a DUNS number or take the steps needed to obtain one as soon as possible if there is a possibility you will be applying for future Federal grants or cooperative agreements. There is no need to wait until you are submitting a particular application.
- *If you already have a DUNS number:* If you, as the entity applying for a Federal grant or cooperative agreement, previously obtained a DUNS number in connection with the Federal acquisition process or requested or had one assigned to you for another purpose, you should use that number on all of your applications. It is not necessary to request another DUNS number from D&B.
- *If you are not sure if you have a DUNS number:* Call D&B using the toll-free number below, and indicate that you are a Federal grant (or cooperative agreement) applicant/prospective applicant. D&B will tell you if you already have a number. If you do not have a DUNS number, D&B will ask you to provide the information listed below and will immediately assign you a number, free of charge.
- *If you know you do not have a DUNS number:* Call D&B using the toll-free number below, and indicate that you are a Federal grant applicant/prospective applicant. D&B will ask you to provide the information listed below and will immediately assign you a number, free of charge.

### **Managing your DUNS numbers**

- D&B periodically contacts organizations with DUNS numbers to verify that their information is current. Organizations with multiple DUNS numbers may



request a free family tree listing from D&B to help determine what branches/divisions have numbers and whether the information is current. Please call the dedicated toll-free DUNS Number request line at 1-866-705-5711 to request your family tree.

- D&B recommends that organizations with multiple DUNS numbers have a single point of contact for controlling DUNS number requests to ensure that the appropriate branches/divisions have DUNS numbers for Federal purposes.
- As a result of obtaining a DUNS number you have the option to be included on D&B's marketing list that is sold to other companies. **If you do not want your name/organization included on this marketing list, request to be de-listed from D&B's marketing file when you are speaking with a D&B representative during your DUNS number telephone application.**

Obtaining a DUNS number is absolutely **FREE** for all entities doing business with the Federal Government. This includes grant and cooperative agreement applicants/prospective applicants and Federal contractors. Be certain that you identify yourself as a Federal grant applicant/prospective applicant when you contact D&B.

### **To obtain your DUNS Number:**

- Please call the dedicated toll-free DUNS Number request line for Federal grant and cooperative agreement applicants/prospective applicants at:

**1-866-705-5711**

The number is staffed from 8 a.m. to 6 p.m. (local time of the caller when calling from within the 48 States.) Calls placed to the above number outside of those hours will receive a recorded message requesting the caller to call back between 8 a.m. and 6 p.m.

- The process to request a DUNS number takes about 5-10 minutes.
- A DUNS number will be assigned at the conclusion of the call.
- You will need to provide the following information to obtain a DUNS Number:
  - Legal Name
  - Headquarters name and address for your organization
  - Doing business as (dba), or other name by which your organization is commonly recognized
  - Physical Address, City, State and Zip Code
  - Mailing Address (if separate from Headquarters and/or physical address)
  - Telephone Number
  - Contact Name and Title
  - Number of Employees at your physical location